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Office Memorandum • UNITED STATES GOVERNMENT

TO Management Officer

DATE: 1 September 1949

FROM [REDACTED]

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SUBJECT Notes on NIS for PRC meeting.

1. There is no set pattern for the dissemination of NIS studies, volume controlling the determination by Basic Intelligence Group for release of each unit. A unit may consist of any number of sections of each chapter or chapters of each country depending entirely on amount of material deemed advisable for dissemination.

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2. All NIS studies are published in 1100 copies, 432 copies or 39.3% are excess to actual dissemination needs and are held in storage in the attic of [REDACTED] with a potential of 120 studies, each consisting of 9 chapters and 4 supplements it is safe to assume that your office, at the present production rate, will soon be shared by you and storage copies of NIS.

3. Physical handling requires approximately 16 man-hours every ten days of Services Office, Warehouse personnel who must assist Mail and Courier Section in the NIS dissemination. This arrangement is not satisfactory from Services Office viewpoint and because the Mail and Courier personnel have to look presentable on their other runs, OCD objects to using this staff for a labor function.

4. Also subject to question is the continued use of NIS funds by IAC Agencies for the procurement of newspapers and periodicals seemingly far in excess of actual needs for NIS chapter contributors.

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